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COVID-19 leave policy explanation for AMHS

To: DOT AMHS All Employees dot.amhs.all.employees@alaska.gov

All AMHS Vessel Employees,

I am corresponding to let vessel employees know about the COVID 19 leave that is available which is a specific type of administrative leave and would not come out of your personal leave bank.

Employees requesting the COVID 19 leave will most likely fall under the last category, that being, advised by a health care provider to self-quarantine, and the State will be ok if you have talked to a health care provider, without actually seeing that provider in person, and signing the form self-verifying that.

I have also attached the leave policy and employee verification form also.

Should a vessel employee not meet any of the criteria for the COVID 19 leave and the employee does not wish to be aboard a ship while in the shipyard the employee can take leave, and if the employee has no leave they can take leave without pay, and in doing so there will be no repercussions and no discipline if you choose not to work.

An employee that elects to fill out the COVID 19 leave, should submit the form as you would a payroll timesheet. Hopefully the vessel masters and vessel department heads can assist

Both myself and the commissioner's office know that these are extremely difficult times and we really appreciate that everyone is working together to get thru this challenge.

Thank you,

Captain Falvey

COVID-19 Leave Policy for AMHS

It is important to note this request for leave - is for employees who are **unable** to telecommute **AND** meet **one** of the criteria on the form and listed below.

- Has traveled in area with sustained COVID-19 transmission CDC level 3. At this point this is the countries listed as Level 3 on the CDC website. This does NOT include travel anywhere in the United States
- Has been in close contact with a person with a positive COVID-19 test. Close contact includes being with 6 feet or having direct contact with secretions from a COVID-19 case like being sneezed or coughed on
- Has tested positive for COVID-19
- Is experiencing the symptoms of COVID-19
- Has been advised by a health care provider to self-quarantine due to concerns related to COVID-19